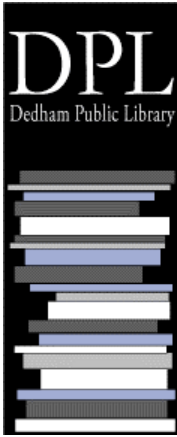


**Dedham Public Library
Meeting of the Board of Trustees
Wednesday, March 20, 2013 at the Main @ 9:15 am**

Agenda

1. Public input
2. Minutes of February meetings
3. Financial report
4. Director's report
5. Unfinished Business
 - a. DPL policies—handouts and/or bulletin boards
6. New Business
 - a. Friends/D-lit relationship to the DPL
 - b. "Jog for Jobs"
 - c. Closure policy



Dedham Public Library

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Dedham, MA 02026
781.751.9284
<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair
Brad Bauer
Michael Chalifoux
Rachel Tuerck
Tracy Driscoll

DPL TRUSTEES MEETING MINUTES

MARCH 20, 2013, MAIN LIBRARY, 10:10AM

MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Joe D'Amico
SECRETARY	Rachel Tuerck
ATTENDEES	Joe D'Amico, Mike Chalifoux, Mary Ann Tricarico, Rachel Tuerck, Tracy Driscoll
PUBLIC ATTENDEES	Cecilia Butler
PRESS CONTACTS	Electronically recorded for The Dedham Times

1. PUBLIC INPUT:

None.

2. MINUTES:

Mr. Bauer made a motion to approve the February minutes for the regular meeting and the Executive Session Meeting. Mr. Chalifoux seconded the motion. The motion passed unanimously.

3. FINANCIAL REPORT (ATTACHED):

A motion to approve the Financial Report was made by Mr. Bauer, seconded by Mr. Chalifoux, and was approved unanimously.

4. DIRECTOR'S REPORT (ATTACHED):

Ms. Tuerck made a motion to reimburse Dr. Tricarico for two tickets to the DLIT gala. Ms. Driscoll seconded. The motion approved unanimously.

5. UNFINISHED BUSINESS:

The Patron Code of Conduct policy was review in its final format. Mr. Bauer made the motion to accept the Code of Conduct policy, Mr. Chalifoux seconded. The motion passed unanimously.

6. NEW BUSINESS:

The discussion on DLIT & Friends will be postponed to the May meeting.

The library staff and trustees will participate in the Jog For Jobs May 4th as a library team.

Mr. D'Amico plans to talk about the recent library closing due to snow with Mr. Keegan. The inclement weather closing policy should be reviewed after the discussion.

Dr. Tricarico would like to hire a contract IT person for about six months to help upgrade the website, review other computer issues, and possibly complete an IT overview for next steps. The town will also be doing a town-wide technology audit at some point, so this would be in tandem. Dr. Tricarico will outline the proposal and review it with the trustees before hiring anyone.

7. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Invite presidents of DLIT and The Friends to next meeting	Ms. Tuerck and Mr. Chalifoux	Postponed until May Meeting
Forward exhibit policy research to trustees and Dr. Tricarico	Ms. Tuerck	Before April meeting
Draft a library Jog for Jobs email promo	Ms. Driscoll	Before April meeting
Contact Dedham Savings (or any other potential sponsors) to see if they'd support x amount per patron to show up at Jog for Jobs or matching	Ms. Tuerck	Before April meeting

For next meeting agenda:

- ~Review rules on employee privacy
- ~Budget updates, if any
- ~Update on Kindle circulation
- ~Review both exhibit and bulletin board usage policy
- ~Review policy list (bulletin board, free materials/brochures give-aways, emergency plan policy on deck for the future)

For future meetings beyond April:

- ~Review e-book policies research and outline e-book support (to be addressed after procedures are completed, see what we need, work with it, and then adopt a policy)
- ~DLIT and The Friends definition and relationship to library – May meeting?
- ~Review snow closing policy (sometime in the summer), determine if we need a 2nd snow blower or if the library needs to be promoted among town plowing priorities

Set dates for future meetings:

Apr 23, Tue, 7:00pm, at Main

Mr. Bauer then moved to adjourn the Trustees meeting, seconded by Ms. Driscoll. The motion passed unanimously @ 11:48 am.

Thanks again to Joe D'Amico for serving 17 years as a trustee. You'll be missed!

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

- ~ Agenda
- ~ Financial Report
- ~ Director's Report
- ~ Final Patron Code of Conduct policy
- ~ Exhibit and bulletin board policies

Director's Report for March 13, 2013 Library Trustees Meeting

I. Resources and Services

- **Statistics:**

	Dec. 2012	Jan. 2013	February 2013
Circulation:			
Main	4614	5308	5233
Endicott	5273	6083	5655
Total	9,887	11,391	10,888
Inter Library Loans (ILL):			
Items <u>Borrowed</u> from other libraries for:			
Main	969	1184	1063
Endicott	145	1329	1106
Total ILL items Borrowed	1114	2513	2169
Items <u>Loaned</u> to other Libraries from:			
Main	2517	2885	2472
Endicott	1006	1055	1077
Total ILL items Loaned	3523	3840	3549
Gate Count*:	Dec.	Jan.	February
Main –open 5 days/wk	5292	4138	5860
Endicott -open 6 days/ wk	3920	4819	5978

**Gate Counts represent the approximate number of people entering the libraries*

- **Circulation of Library's Deposit Collection of Books at Middle and High Schools:**

Dedham High School collection: 309 books		Dedham Middle School collection: 431 books	
October	17	October	9
November	27	November	34
December	11	December	9
January	9	January	62
February	20	February	n/a

- **Children's Programming**

- Library Storytimes – (All Ages) Tuesdays at Main
 - Tuesday, February 5 Attendance 10
 - Tuesday, February 12 Attendance 6

- Tuesday, February 19 Attendance 21
- Tuesday, February 26 Attendance 16
- Programs during School Break
 - Wednesday, February 20 Story/Craft Program (Ages 5+) at Endicott – 3
 - Wednesday, February 20 Craft Program (Ages 6+) at Main – 6
 - Thursday, February 21 Craft Program (Ages 3-6) at Main – 10
 - Thursday, February 21 Newbery Program (Ages 8+) at Main – 1
 - Friday, February 22 Caldecott Program (Ages 6+) at Main – 0
- Special Program
 - Wednesday, February 27 – Dinosaur Story/Craft (All Ages) at Endicott – 11
- Ms. Marsha Programs
 - Friday, February 8 - Tot Sing N Learn (Ages 9 mos.-3 yrs.) at Endicott – Cancelled-Snow
 - Tuesday, February 12 - Magic Carpet Book Club (Grades 1-5) at Endicott – 5
 - Tuesday, February 26 - Play N Learn (Ages 2.5-5 yrs.) at Main – 6
- Spring Storytimes sessions scheduled for all ages from March to May will be:
 - Mondays, 10:30 a.m. @ Endicott
 - Tuesdays, 10:30 a.m. @ Main
 - Wednesdays, 10:30 a.m. @ Endicott
 - Thursdays, 10:30 @ Main
- **Adult Programming in February**
 - February 6 – Author night: Crime Time with McPhee & Lee -@ Main. Two local mystery writers described the process of writing fiction from character development to publishing. Attendance 20.
 - February – Book Club with Dianne Bauer @ Endicott. Attendance 18
 - February 20 - Nutrition program @Main. Attendance 7.
 - February 25 – Book Club with Dianne Bauer @ Main. Attendance 12
 - February 25 – Heart Health program @ Main. Attendance 3.

II. Staffing

- Union negotiations have been on hold but are scheduled to resume on Thursday, March 7 at 3 p.m.
- Mary Ann submitted her annual review material to the Trustees on February 1 and met with Trustee Chair Joe D'Amico on February 20 to review the evaluations.
- Mary Ann met with Selectman Paul Reynolds on February 26.
- Mary Ann met with DLiT President Kristen Overman on February 27
- Danielle Conklin, the new Branch Children's Librarian began on Monday, February 4. We are delighted to have her with us!
- As part of her duties, Danielle serves as liaison to the public schools. Currently she has scheduled the following introductory meetings with the school media center librarians:
 - Wendy Garland @ Avery – in March

- Maureen Tannetta @ Greenlodge – Wednesday, Feb. 27th from 2-3pm
- Kelly Metzger @ Dedham Middle – Friday, March 1st from 9-10am
- Ingrid Mayyasi @ Riverdale – in March
- Alice Johnson @ Dedham High – in March

- **Please note:** I would like to request of the Trustees permission to attend the DLiT gala on Friday, April 5 and be reimbursed for the tickets to attend this event.

III. Facilities

- John Flanagan, DPW Director, arranged for the removal of two large diseased trees at the Endicott Branch Library. Removal was on Tuesday morning February 19 when the library was closed to the public. He will be replanting two new trees in the spring.
- The town's new Avaya phone system was installed at Main and Endicott on February 22 and 23, as well as at all other town offices and building. Staff attended a one hour training session. All library phone numbers and extensions remain the same.
- February was a very snowy month causing the library to close all day on Friday and Saturday February 8 and 9 and to open a 1 p.m. on Monday February 11 as we awaited the completion of snow plowing. Our custodians, John and Wally, did an excellent job of clearing the walkways at both libraries.

IV. Operations

- Per our Strategic Plan objectives, we have now implemented a system to record and tabulate reference and informational questions asked. The February statistics are the following:
 - Endicott – reference transactions: 148
 - Main Circ Dept. – reference transactions: 96
 - Main Reference Dept. – reference transactions: 194
 - Main Children's Dept. reference transactions: 161

Total February reference transactions: 599
- The Friends held their February Book Sale on February 2 and 4. It was an extremely successful event. The hard work, conscientiousness, and dedication of our Friends group is truly an asset for our library. We thank them sincerely for their commitment and contributions.
- Weekly staff meetings are currently focusing on procedures. We are currently outlining circulation procedures, Kindle procedures, and developing collection weeding procedures.
- Budget for FY14:
 - The time line for the Budget is the following:
 - February 4 - Town Administrator and Finance Director met with Library Director
 - Fin Com Member Maureen Hanlon attended the Trustees meeting on Feb 13.
 - **March 9 (Saturday) Fin Com meeting with all Department Heads will be held at Town Hall – all day meeting**
 - March 18 – Fin Com deliberations on budget proposals
 - May 20 – Town Meeting

Respectfully submitted by
Dr. Mary Ann Tricarico
Library Director
March 5, 2013



Library Trustee Budget Report to 2/28/13

Fiscal Year to Date 02/28/13

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
EXPENSE										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
5110	Wages, Perm.									
5110-193	Wages, Perm. Custodial Personnel	94,958.00	.00	94,958.00	3,638.25	.00	58,212.00	36,746.00	61	.00
5110-610	Wages, Perm. Library Director	81,062.00	.00	81,062.00	3,076.92	.00	49,230.72	31,831.28	61	.00
5110-613	Wages, Perm. Professional Librarian	226,874.00	.00	226,874.00	6,648.75	.00	113,028.75	113,845.25	50	.00
5110-614	Wages, Perm. Circulation Supervisor	50,337.00	.00	50,337.00	1,961.25	.00	32,421.23	17,915.77	64	.00
5110-615	Wages, Perm. Library Assistant	242,831.00	.00	242,831.00	9,610.40	.00	149,309.15	93,521.85	61	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	819.00	.00	9,330.75	11,810.25	44	.00
5110-619	Wages, Perm. Administrative Assistant I	42,869.00	.00	42,869.00	1,642.50	.00	26,280.00	16,589.00	61	.00
5110 - Wages, Perm. Totals		\$760,072.00	\$0.00	\$760,072.00	\$27,397.07	\$0.00	\$437,812.60	\$322,259.40	58%	\$0.00
5120	Wages, Temp.									
5120-610	Wages, Temp. Substitutes	11,000.00	.00	11,000.00	418.44	.00	5,758.90	5,241.10	52	.00
5120 - Wages, Temp. Totals		\$11,000.00	\$0.00	\$11,000.00	\$418.44	\$0.00	\$5,758.90	\$5,241.10	52%	\$0.00
5140	Differentials									
5140-610	Differentials Longevity	3,663.00	.00	3,663.00	460.00	.00	2,470.00	1,193.00	67	.00
5140 - Differentials Totals		\$3,663.00	\$0.00	\$3,663.00	\$460.00	\$0.00	\$2,470.00	\$1,193.00	67%	\$0.00
5190	Other									
5190-192	Other Car Allowance	5,600.00	.00	5,600.00	.00	.00	2,450.00	3,150.00	44	.00
5190-199	Other Personnel Services	15.00	.00	15.00	.00	.00	.00	15.00	0	.00
5190 - Other Totals		\$5,615.00	\$0.00	\$5,615.00	\$0.00	\$0.00	\$2,450.00	\$3,165.00	44%	\$0.00
5270	Rent/Lease									
5270-270	Rent/Lease Equipment	7,000.00	.00	7,000.00	535.32	6.05	4,672.29	2,321.66	67	.00
5270 - Rent/Lease Totals		\$7,000.00	\$0.00	\$7,000.00	\$535.32	\$6.05	\$4,672.29	\$2,321.66	67%	\$0.00
5300	Prof/Tech									
5300-221	Prof/Tech Alarm Testing / Inspection	14,608.00	.00	14,608.00	80.25	.00	1,579.25	13,028.75	11	.00
5300-300	Prof/Tech Professional / Technical	4,000.00	.00	4,000.00	.00	.00	1,630.00	2,370.00	41	.00
5300-330	Prof/Tech Meeting & Conference Fees	2,750.00	.00	2,750.00	.00	.00	1,650.11	1,099.89	60	.00
5300-611	Prof/Tech Minuteman Network	40,960.00	.00	40,960.00	.00	.00	38,896.04	2,063.96	95	.00
5300 - Prof/Tech Totals		\$62,318.00	\$0.00	\$62,318.00	\$80.25	\$0.00	\$43,755.40	\$18,562.60	70%	\$0.00
5420	Office Supplies									
5420-420	Office Supplies General	20,700.00	.00	20,700.00	1,406.36	.00	12,730.50	7,969.50	62	.00
5420 - Office Supplies Totals		\$20,700.00	\$0.00	\$20,700.00	\$1,406.36	\$0.00	\$12,730.50	\$7,969.50	62%	\$0.00
5580	Other									
5580-581	Other Uniforms	1,100.00	.00	1,100.00	.00	.00	291.98	808.02	27	.00
5580 - Other Totals		\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$291.98	\$808.02	27%	\$0.00
5710	Travel									
5710-710	Travel Expenses	1,000.00	.00	1,000.00	.00	.00	34.21	965.79	3	.00
5710 - Travel Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$34.21	\$965.79	3%	\$0.00



Library Trustee Budget Report to 2/28/13

Fiscal Year to Date 02/28/13

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
EXPENSE										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
5730 Dues/Memberships										
5730-730 Dues/Memberships Dues & Memberships		1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	.00
5730 - Dues/Memberships Totals		\$1,750.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00	0%	\$0.00
Division/Location 610 - Administration / Operations Totals		\$874,218.00	\$0.00	\$874,218.00	\$30,297.44	\$6.05	\$509,975.88	\$364,236.07	58%	\$0.00
Division/Location 611 - Library Materials										
5581 Library Materials										
5581-611 Library Materials Books		110,549.00	.00	110,549.00	6,736.85	.00	70,066.01	40,482.99	63	.00
5581-612 Library Materials Periodicals		15,000.00	.00	15,000.00	.00	.00	13,564.04	1,435.96	90	.00
5581-614 Library Materials DVDs		18,070.00	.00	18,070.00	1,228.25	.00	9,709.17	8,360.83	54	.00
5581-615 Library Materials Ebooks		1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5581-617 Library Materials Audio		3,655.00	.00	3,655.00	10.00	.00	1,159.29	2,495.71	32	.00
5581-618 Library Materials Databases		5,000.00	.00	5,000.00	.00	.00	4,539.16	460.84	91	.00
5581-619 Library Materials Other		1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5581 - Library Materials Totals		\$154,274.00	\$0.00	\$154,274.00	\$7,975.10	\$0.00	\$99,037.67	\$55,236.33	64%	\$0.00
Division/Location 611 - Library Materials Totals		\$154,274.00	\$0.00	\$154,274.00	\$7,975.10	\$0.00	\$99,037.67	\$55,236.33	64%	\$0.00
Department 610 - Library Totals		\$1,028,492.00	\$0.00	\$1,028,492.00	\$38,272.54	\$6.05	\$609,013.55	\$419,472.40	59%	\$0.00
EXPENSE TOTALS		\$1,028,492.00	\$0.00	\$1,028,492.00	\$38,272.54	\$6.05	\$609,013.55	\$419,472.40	59%	\$0.00
Fund 001 - General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		1,028,492.00	.00	1,028,492.00	38,272.54	6.05	609,013.55	419,472.40	59	.00
Fund 001 - General Fund Totals		(\$1,028,492.00)	\$0.00	(\$1,028,492.00)	(\$38,272.54)	(\$6.05)	(\$609,013.55)	(\$419,472.40)		\$0.00
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		1,028,492.00	.00	1,028,492.00	38,272.54	6.05	609,013.55	419,472.40	59	.00
Grand Totals		(\$1,028,492.00)	\$0.00	(\$1,028,492.00)	(\$38,272.54)	(\$6.05)	(\$609,013.55)	(\$419,472.40)		\$0.00